

Montana Transportation Alternatives (TA) Program 2015 – 2016 TA Application

Instructions:

Completed applications must be received by:

2:00 pm (MST), Friday, July 31st, 2015

MDT contact for questions: Mike Wherley, TA Program Manager
406-444-4221
mwherley@mt.gov

All responses should be submitted on 8.5" x 11" format and identified by the item number below. Please organize your application in the same order and numbering format as shown below, which will assist MDT in the review process.

Submit one (1) electronic version of the application. Hard copy applications will not be accepted.

The electronic version may be submitted on one (1) CD/DVD, one (1) USB zip drive, OR upload to the MDT FTP site. To use the MDT FTP upload, you must first contact Mike Wherley at the phone or e-mail shown above to obtain a User Name and Password. For instruction on how to upload documents, click [here](#). Please notify Mike Wherley after you have uploaded documents to the FTP site, as internal control systems automatically remove files from this server after seven days.

Required contents of the application:

1. Project Name

Provide the name of the project that it is known as locally.

Example: Main Street Multi-Use Path – City of Helena

2. Local Entity Sponsor (Sponsor) and Population

Provide the name of the local entity that is nominating the project as the Sponsor (i.e. City, County, etc.). If the project is located within a City or urban area, state if the population is over 5,000 or under 5,000. The exact population is not required, only whether it is over 5,000 or under 5,000. 2010 U.S. Census data should be used. If the project is located outside of a city or urban area, it will be assumed to be rural and no population data is needed. If population of the Sponsor is not clearly defined by U.S. Census (i.e. Department of Natural Resources, transit agency, etc.), indicate that the population is undefined. These types of Sponsors are still eligible entities and will utilize funding distribution for "other areas" (rather than for areas specifically above or below 5,000). If you are uncertain about how to declare the population, please contact the MDT TA program manager.

Example: City of Helena, population over 5,000.

Montana Transportation Alternatives (TA) Program

2015 – 2016 TA Application

3. **Project Contact (name, title, address, phone number(s), email)**

Provide the name, title, address, phone number, and email address of the main point of contact for the Sponsor. Please note that the project contact must be an employee or elected official representing the sponsor.

4. **Estimated Total Project Cost**

An estimated project cost is required in order to determine eligibility only. The project cost will not be considered when actually scoring the application, but is rather only to be used to determine fundability and compliance with funding distribution. The estimated cost must be as accurate as possible, be developed using industry-accepted project estimating techniques, and broken down as follows:

- a) **Construction** (this is the cost to construct/build/implement the project). Develop the construction cost using industry-accepted project estimating techniques, including consideration of mobilization, traffic control, and contingency.
- b) **Preliminary Engineering** (this is the cost to design the project). Develop the estimate for preliminary engineering costs using industry-accepted project estimating techniques.
- c) **Construction Administration** (this is the cost to inspect and administer the project while it is being constructed/implemented). For the purposes of the application, estimate this value to be 12% of the construction cost.
- d) **Total** (items a, b, and c added together)

The above items are described for infrastructure-type projects. For non-infrastructure projects (i.e. planning study, etc.), all of these items may not apply. In these cases, the project cost may only consist of one or two items. In either case, the intent is to estimate **all costs** associated with the project from beginning to completion.

5. **Project Eligibility**

Describe how the project is eligible under TA and cite the eligible category (refer to the eligible projects and entities described in MAP21: <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>

Also describe how the project is consistent with the priorities of TranPlan21 and how it supports at least 1 of the following TranPlan21 policy goals (for more information on these policy goals, please refer to the following: http://www.mdt.mt.gov/pubinvolve/docs/tp21_brochure.pdf):

- Economic Development
- Traveler Safety
- Bicycle and Pedestrian Transportation
- Land Use Planning
- Roadway System Performance
- Public Transportation
- Access Management

In addition, discuss the project's consistency with local transportation plans or strategy. Does the project serve a need identified in a local transportation plan? If located in an MPO, is the project identified in the Long Range Transportation Plan? Is it consistent with the intent and goals of a local transportation plan, if one exists? Limit the combined discussion on TA Criteria, TranPlan21, and local transportation plans to **1 page** (8½" x 11") or less.

Montana Transportation Alternatives (TA) Program

2015 – 2016 TA Application

6. Project Statement

To assist the Committee in scoring the application and to ensure the best clarity possible, the project statement should include the following. **Please be considerate of the review committee and adhere to the maximum number of pages for each section.**

- a) Project narrative/abstract (no designated points). Describe the overall project. What is being proposed? Why is the project being proposed? What is the local need and how does the project address that local need? Where is the project located? Include maps and photos to provide further clarification if applicable. Maps should adequately show the project location. For example, a city map with the project limits highlighted. Limit maps and photos to a **combined maximum of 5 pages** or less. Excluding maps and photos, limit the project narrative/abstract to **1 page** (8½" x 11") or less.
- b) Project benefits (100 points possible). Emphasis should be added to the following sections in a coherent, well-thought out manner, as safety and accessibility are a priority for MDT in accordance with state and federal policies, practices, goals, and laws.

SAFETY: Describe how the project improves public safety and how it addresses existing safety concerns. What are the safety benefits of the project? Does the project address existing crash clusters or inherent safety risks? Limit the discussion on safety to **1 page** (8½" x 11") or less.

ACCESSIBILITY: Describe how the project improves the accessibility of Montana's public transportation system for all users and meets requirements of the Americans with Disabilities Act (ADA). Explain specifically how increased access, inclusion and equal opportunity will be provided with the project. Limit the discussion on accessibility to **1 page** (8½" x 11") or less.

CONNECTIVITY: Discuss how the project will provide tangible benefits to the local transportation environment. Describe how it will improve or create linkages/connectivity to bicycle and pedestrian facilities or other transportation alternatives. Also include discussions on the proximity to the existing transportation system and how the termini, or ends of the project, are logical and fit well within the local system. Limit the discussion on network connectivity and improvement to **1 page** (8½" x 11") or less.

- c) Project risk Analysis (100 points possible). This section should present the Sponsor's understanding of the risks associated with the project, as well as how these risks will be mitigated. All projects have risks associated with them. This section will be evaluated on how well the Sponsor understands the risks and how they are proposed to be mitigated. Inadequate discussion or a laissez-faire approach to any of these points will result in a very low score. Limit the discussion of project risk analysis to **5 pages** (8½" x 11") or less.

BUDGET: Describe how the construction budget was developed, including supporting methods, resources, or comparisons. A thorough and accurate budget is critical to the application, and will be scored accordingly. Generalities or gross approximations should be avoided. For infrastructure projects, the services of an engineer for development of the project cost estimate and the preliminary engineering cost estimate is encouraged.

MATCHING FUNDS: A match by the local entity is required for most TA projects as per federal law (23 U.S.C. 120). There are, however, two types of projects that do not require a match by the local entity:

Montana Transportation Alternatives (TA) Program 2015 – 2016 TA Application

- i. Projects that are on a designated state highway system and within MDT right-of-way,
- ii. Project that are within reservation lands.

All other projects will require a match of 13.42%. **No soft or in-kind matches are permitted; a cash match is required.** Local matching funds will also be subject to MDT's indirect cost (IDC) assessment. MDT is required by law to collect indirect costs associated with project development. The indirect cost rate can change from year to year. For 2016, the IDC rate will be 10.38%. Please acknowledge in your discussion that you are prepared to pay the IDC on required local matching funds.

If unsure whether the project is on-system or not, contact the appropriate MDT District or the TA Program Manager.

State whether or not local matching funds are required, and describe the status of the local match, if required. Specify if the match is already in-hand and committed to the project, if it needs to be raised, or otherwise.

PUBLIC INVOLVEMENT: Describe how the public was involved in the selection/determination of the project? Does the local community support the project, and is this demonstrated? Do other local entities other than the Sponsor support the project? Letters of support from these entities may also be included as an appendix to the application.

MDT COORDINATION: Describe your efforts to coordinate the project with MDT local/District personnel prior to the application submittal to determine how the project fits with/impacts MDT facilities. This applies to all projects, including those not located within MDT right-of-way.

PROJECT INDEPENDENCE: Describe how, upon completion, the project will function to its full intent and purpose on its own, and is not dependent on other projects (local or otherwise).

PROJECT OWNERSHIP AND MAINTENANCE: The local sponsor, or its agent, is responsible for project maintenance, including projects located within MDT right-of-way. Describe who will be responsible for operation and maintenance of the completed project. What is the plan to ensure maintenance is performed in a timely and adequate manner? Maintenance may include sweeping, snow removal, crack sealing on asphalt surfacing, and other activities necessary for public use and safety.

PROJECT RIGHT-OF-WAY: Describe the status of right-of-way for the project, and the means and methods used to determine the ROW status. Discussion should be provided to identify whether or not right-of-way is secured and free of conflicts. If it is not secured/free of conflicts, discuss the plan for securing the necessary right-of-way (have landowners been notified of the right-of-way needs and are they agreeable with the project?).

PROJECT UTILITY IMPACTS: Describe any utility impacts related to the project, and the means and methods used to determine the utilities status. Are any utilities impacted? Were contacts made with Utility companies or owners? Are there possibilities to discover utilities during construction? Discuss the plan for dealing with known and unknown utility impacts. The MDT scoring committee may visually review the project

Montana Transportation Alternatives (TA) Program 2015 – 2016 TA Application

area using aerial and ground-level photographs or other means. Utilities visible but not addressed in the application will have a negative impact on scoring.